



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

4000  
Ser N12/3U0267

OCT 10 2003

From: Director, Total Force Programming and Manpower Division (N12)  
To: Distribution

Subj: FY2003 NAVY INHERENTLY GOVERNMENTAL AND COMMERCIAL  
ACTIVITY (IG&CA) INVENTORY

Encl: (1) FY2003 Navy IG&CA Inventory Supplemental Guidance  
(2) FY2003 Navy IG&CA Function Codes  
(3) FY2003 Navy IG&CA Manpower Mix Criteria  
(4) FY2003 Navy IG&CA Inventory Major Claimant Code

1. An Inherently Governmental and Commercial Activity (IG&CA) manpower inventory must be submitted annually to DoD in compliance with the OMB Circular A-76 and the Federal Activities Inventory Reform (FAIR) Act. The civilian and military manpower information provided in the Total Force Manpower Management System (TFMMS) as of 30 September 2003 will be used as the basis for the FY2003 IG&CA Inventory. The inventory files will be electronically forwarded to the claimants for review and update to ensure that the information accurately reflects the manpower authorizations as of 30 September 2003. The claimant's updated FY2003 IG&CA Inventory file must be submitted to Chief of Naval Operations, Strategic Sourcing Branch (N124) no later than 19 December 2003.

2. As this is a FY2003 manpower inventory, claimants will be responsible for manpower authorizations under their cognizance on 30 September 2003, this includes authorizations that transferred on or after 01 October 2003 (e.g., to Commander, Navy Installations, etc.). Moreover, claimants have the authority to delegate the IG&CA Inventory review to the appropriate field activities, regardless of current claimant alignment.

3. General guidance for preparing the FY2003 IG&CA Inventory can be found in enclosures (1) through (4) provided in electronic format on the Strategic Sourcing web site (<http://strategicsourcing.navy.mil/index.cfm>). This guidance includes a complete set of the revised function and manpower mix criteria coding protocols. Any amendments that result from the release of the Department of Defense 2003 IG&CA data call will be electronically forwarded and posted as soon they become available.

4. Please ensure all reporting activities adhere rigorously to the reporting format and technical instructions provided. If there are questions or concerns, please contact either Ms. Suzanne Gonzales at (703) 695-0011, DSN 225-0011, e-mail: [suzanne.gonzales1@navy.mil](mailto:suzanne.gonzales1@navy.mil) or Mr. Dale Sigman at (703) 695-0011, DSN 225-0011, e-mail: [dale.sigman@navy.mil](mailto:dale.sigman@navy.mil).

  
R. A. ROBBINS  
Acting

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ASN I&E (IA) (Mr. Frank Sowa)  
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